Instructions for Action's Audio & Web Conferencing Service (Vast) are below.

## Hosting a Conference Call

1. Provide the meeting time, call-in number, and access code to attendees *(page 2)*

2. When you call in as the host, enter in the three items below:

   - **Access Code (6 Digits)**
   - **Host Code (4 Digits)**
   - **Billing Code = Association Code (3 or 4 Digits)**

## Hosting a Web Conference (in addition to a Conference Call)

1. Follow the instructions above to set up the Conference Call

2. Also send the attendees your web meeting URL:

   https://www.conferencecalling.com/meeting/xxxxxxxx

   - *To receive your URL & Password, follow the Initial Set-up Instructions on page 2*
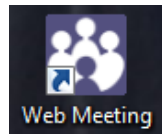
3. Open "Web Meeting"

4. Click the Play Button to begin Screen Sharing

5. Click the Chat Button to Chat & Share Screen Control

6. Click the Phone Button for the Conference Call Info

7. Click the Add Attendees Button to Copy the Invite & Web URL

8. Click the Pause Button, then Exit Button to end Screen Sharing

**Initial Set Up for Phone & Web Conferencing (New)**

1. Request an account from IT by e-mailing support@actionlife.com

2. IT will provide you with your call-in number, access, code, and host code. IT will also install the Web Meeting software on your computer.
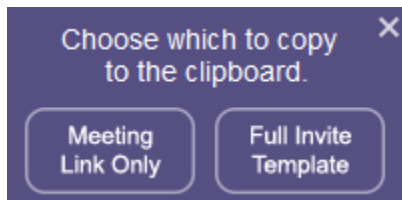
3. Click the Home or "Start" icon in the bottom left of your screen.

4. Search for "Web Meeting"
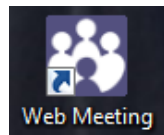
5. Enter your Username (Your email address)

6. Click "Forgot My Password" and the system will e-mail you your password

7. Login with your Username (Your email address) and Password

8. Click the icon

9. Click "Meeting Link Only" to copy your web meeting URL Link

10. Open a "New Email" Message in Outlook

11. Paste (Control + V) the Meeting Link into the Body of the email

12. Save your web meeting URL to give to future attendees